DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
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FORT BELVOIR, VIRGINIA 22060-6222

MAR 1 7 2006

GENERAL ORDER
NO. 07-06

DESC-R

I. Authority: Director, Defense Energy Support Center (DESC) and General Order 01-05 dated December 03, 2004.

II. Pursuant to the cited authority and effective immediately, the Auditability Sustainment Office (DESC-TS) is established in the Directorate of Business Integration (DESC-T). DESC-TS shall serve as the DESC lead to provide oversight and maintenance of DLA/DESC's Financial Officer's Certification of auditability and maintains the currency of the associated OSD assertion tabs as well as all associated business processes.

III. The following changes are also authorized:

   A. The Policy and Procedures Branch (DESC-TKA) is renamed Supply Chain Policy and Procedures Branch and designated DESC-TKS.

   B. The Records/Information Management Branch (DESC-TKR) is renamed DLA/DESC Policies and Procedures Branch and designated DESC-TKI.

IV. The DESC Organization, Mission and Functions Manual (DESC 5810.1) will reflect the detailed mission, functions, references, and definitions. Staffing will consist of government and, as required, contracted employees under the Directorate of Business Integration, as reflected in the attached organizational chart. This general order authorizes functions and personnel realignments or reassignments accordingly.
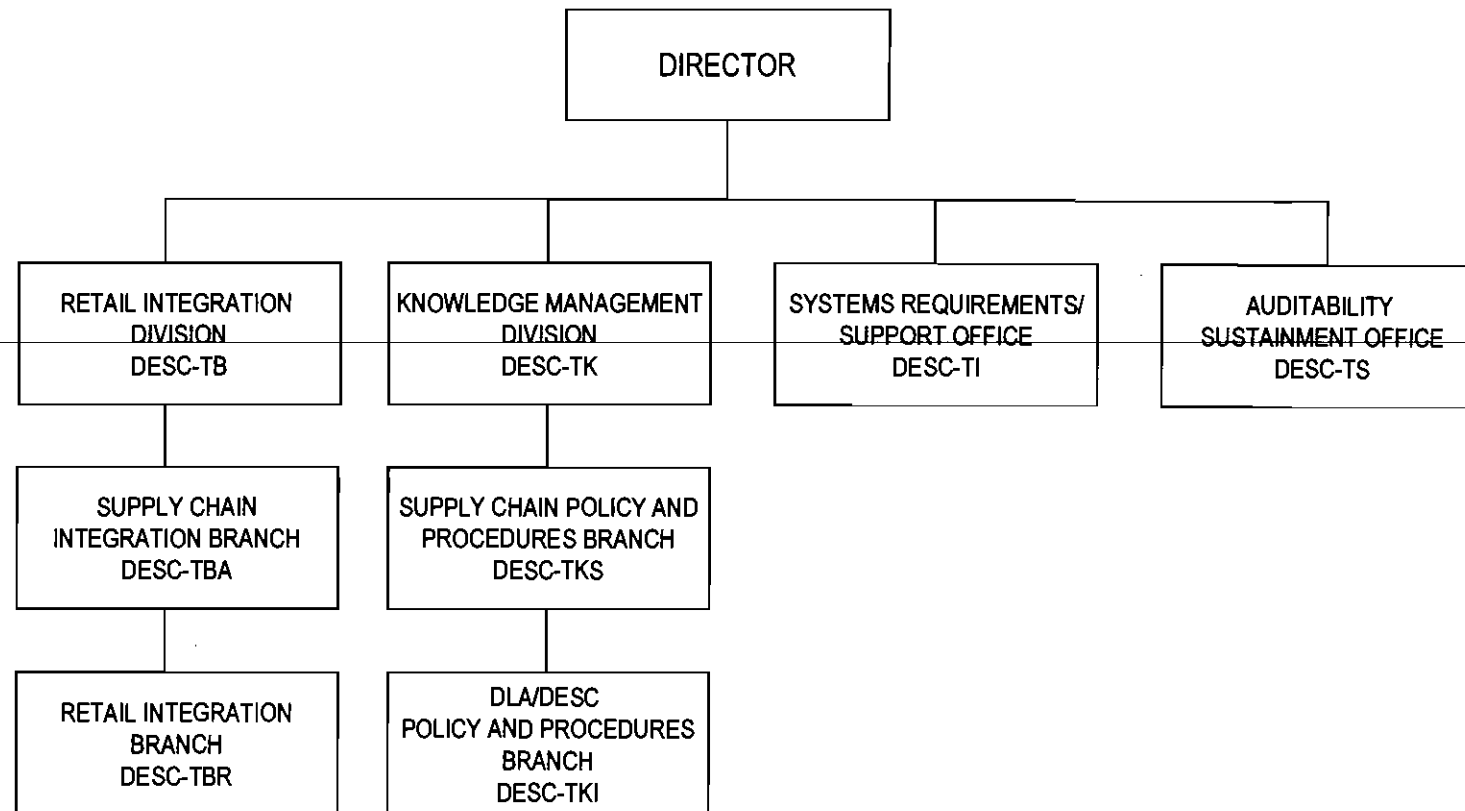
RICHARD J. CONNELLY
Director

DISTRIBUTION:
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Business Integration
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│ RETAIL        │ │ KNOWLEDGE     │ │ SYSTEMS       │ │ AUDITABILITY  │
│ INTEGRATION   │ │ MANAGEMENT    │ │ REQUIREMENTS/ │ │ SUSTAINMENT   │
│ DIVISION      │ │ DIVISION      │ │ SUPPORT OFFICE│ │ OFFICE        │
│ DESC-TB       │ │ DESC-TK       │ │ DESC-TI       │ │ DESC-TS       │
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│ SUPPLY CHAIN  │ │ SUPPLY CHAIN  │
│ INTEGRATION   │ │ POLICY AND    │
│ BRANCH        │ │ PROCEDURES    │
│ DESC-TBA      │ │ BRANCH        │
│               │ │ DESC-TKS      │
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│ RETAIL        │ │ DLA/DESC      │
│ INTEGRATION   │ │ POLICY AND    │
│ BRANCH        │ │ PROCEDURES    │
│ DESC-TBR      │ │ BRANCH        │
│               │ │ DESC-TKI      │
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DIRECTORATE OF BUSINESS INTEGRATION
(DESC-T)

MISSION:

The Directorate of Business Integration is responsible for retail and supply chain integration, system requirements, and knowledge management related to policy and procedures and records management.

RETAIL INTEGRATION DIVISION (DESC-TB)

MISSION:

Responsible for the support of retail activity within the DESC Supply Chain and serve as the central office for coordination of Supply Chain Integration efforts.

SUPPLY CHAIN INTEGRATION BRANCH (DESC-TBA)

FUNCTION:

1. Serve the central office for coordination of efforts to support Supply Chain Integration (SCI) efforts prescribed by DoD 4140.1-R, DLA, and other DoD entities. This office shall represent the Center in DLA Partnership Councils and lead/coordinate customer agreement efforts for support of fuel sales to other than foreign governments.

2. Represent the Center in DLA Partnership Councils and associated Performance-Based Agreements, and lead/coordinate agreement efforts for support of fuel sales to other than foreign governments.

3. Coordination of retail business process support to include:

    a. Interface mechanism for retail activity partner/customer/DESC CBU/Staff Offices.

    b. Coordination/consensus development for issue response and customer support.

4. Service Representative Liaison management

RETAIL INTEGRATION BRANCH (DESC-TBR)

FUNCTIONS:

Provide business and functional system support for DESC retail operations, including leading integration of support efforts at retail sites, developing and coordinating training, requirements/process integration with BSM-E, and retail-level support for Enterprise business processes.

1. Responsible for the deployment of retail BSM-E functionality which entails the management of hardware/software distribution; configuration set-up; scheduling; training development and scheduling (partners and customers); integration with non-IT SC Support (ATG, AFSS); integration with BSM-E; coordination of all Supply Chain extension activities to support capitalization efforts; and requirements definition/coordination/budget recommendations for functional extensions and add-ons.

2. Responsible for the support of retail BSM-E functionality which includes the technical/configuration and remediation oversight; upgrade scheduling/training/integration; troubleshooting/ASG support; coordination/consensus development for business process remediation; and input to usage guidance.

3. Responsible for the development and implementation of Retail Knowledge Transfer.

SYSTEM REQUIREMENTS/SUPPORT INTEGRATION OFFICE (DESC-TI)

MISSION:

Serve as the DESC User Representative and liaison to J-6 for business process support requiring IT solutions. This office will work with Process Owners across the supply chain to ensure proper articulation and justification of new systems initiatives; shepherd initiatives through internal and external IT Governance mechanisms, provide functional life-cycle support to fielded systems components, monitor/measure J-6 performance against defined objectives, provide functional support to IT budgetary efforts, and monitor IT expenditures in accordance with DESC IT Governance objectives.

FUNCTIONS:

1. Leads/coordinates/develops consensus on DESC functional system requirements for BSM-E.

2. Represents DESC functional user to DLA-J-6, including DESC and DLA IT Governance mechanisms.

3. Administers DESC/J-6 PBA, ensuring DESC's obligations are met. Obtains and/or provides properly articulated requirements/justifications for new functionality and/or extensions. Monitors/measures J-6 performance including expenditure tracking through status reporting and issue escalation efforts for the Center.

4. Coordinates IT budget input to Financial Operations.

KNOWLEDGE MANAGEMENT DIVISION (DESC-TK)

MISSION:

Responsible for facilitating the development/maintenance efforts of DESC Energy-related policy/procedural guidance and Records Management, and will also serve as the DESC central office for external data dissemination.

SUPPLY CHAIN POLICY AND PROCEDURES BRANCH (DESC-TKS)

FUNCTIONS:

1. Lead and manage efforts to develop and maintain currency of guidance contained in DoD 4040.25-M, DoD 4140.25M, DESC 4220.1, BSM-E Interim Guidance, DESC/BSM-E Software Application Guidance, DESC/BSM-E Software Application Guidance, DoD Forms Management in support of DESC IMM missions

2. Lead and manage the development of requirements for: reports, reporting tools, data normalization, and export/visibility capability external to DESC.

DLA/DESC POLICIES AND PROCEDURES BRANCH (DESC-TKI)

FUNCTIONS:

1. Lead and manage efforts to coordinate and maintain currency of guidance contained in the DLA One Book, DESC Standard Operating Procedure (SOP) Program, DESC Policy/Instructional Letter Program, Host-Tenant Support Agreements between DESC and the supporting installation, and elsewhere as applicable to multiple elements within the Center.

2. Lead efforts to develop and maintain Records Management guidance/system for implementation throughout the Center in support of DLA Records Management requirements.

AUDITABILITY SUSTAINMENT OFFICE (DESC-TS)

MISSION:

Serve as the DESC lead to provide oversight and maintenance of DLA/DESC's Financial Officer's Certification of auditability and maintains the currency of the associated OSD assertion tabs as well as all associated business processes.

FUNCTIONS:

1. Oversee, manage, and periodically test DESC's Supply Chain Management Control Program in accordance with OMB Circular A123 and Headquarters DLA guidance.

2. Serve as the DESC central office for coordinating responses to Inspector General Audits with regard to auditability and the DESC Management Control Program.

3. Manage DESC's corrective actions that result from the above-mentioned audit findings. Identify any deficiencies that preclude DESC's ability to become and remain fully capable of receiving an unqualified audit opinion and to initiate appropriate corrective action.